
Parent Council Meeting & AGM



Meeting Agenda

Linlithgow Bridge Parent Council meeting & AGM

Tuesday 1st October 2024 8pm. Linlithgow Bridge Primary School (P4 classroom).

Attendees:

Neil, Vanessa, Mrs Peters, Karen, Vicki, Martin, Joanna, Lisa, Clare, Suzi, Aimee, Catriona, Mrs Webster

- Headteachers Update – Mrs Webster
School improvement plan shared also on website.
https://linlithgowbridgeprimary.westlothian.org.uk/media/62833/2024-25-SIP/pdf/2024_25_SIP.pdf?m=1726048854217
Cost of school day actions statement shared
Priorities-
Health & Wellbeing- new children and young persons pathway launched. Will be shared with family champions.
Revising positive relationships policy (inc. anti bullying statement policy). To be circulated for consultation.
Family learning- from ethos surveys from June. Families can get involved in family yoga and a variety of activities during shared starts/ finishes throughout the year.
Literacy & numeracy- 3 yr strategy plans. Focus this year on writing. Spaghetti writing is the new approach. Child led learning. Curriculum event planned for Jan-25.
Reading school award- aiming for gold
Introduced champions- join with other schools to share what they do in school and pool ideas.
Building thinking classrooms (maths) – to increase pupil engagement. Numerical problem-solving approach. Collaborative.
Looking at decision making groups – how to share what these groups do (big assemblies)
Profiling – digital (Seesaw P1-3 & P4-7 something like Teams)
IDLs (inter disciplinary learning) – embedding process currently
Outdoor play training for P6& 7 and now practicing
Budget statement- school fund £4,600.10 (inc. P7 camp deposits). Some earmarked for different things (stem etc).
Noticeboard outside has now been restored and is operational – PCFC – please ask office for keys and please update! Maybe photos of class reps? Info on fundraising. School will update the other board.
Pantomimes- get someone to come to school again. Martin to confirm available funds for panto. Look at option to hold at Linlithgow Academy

- Financial update – Martin
SC035946
Linlithgow Bridge Primary School Parent Council
Update on financial position:

£5,233.26 Previous bank balance 28/05/24.

Paid in:

£458.48 Jun 24

£080.53 Jul 24

£024.00 Aug 24

£048.81 Sept 24

Paid out:

-£2,391.87 Jun 24

-£000.00 Jul 24

-£324.00 Aug 24

-£000.00 Sept 24

£3,145.21 Current bank balance 01/10/24.

Awaiting Pay-in:

£000.00

£3,145.21 After awaiting pay-in.

Awaiting Pay-out:

-£091.19 To MK for school Eco gloves x30.

-£030.46 To MK for school Eco watering cans x4.

-£029.99 To MK for school Eco composter x1.

£2993.57 After awaiting pay-out.

Spending commitment from Aug 2024 to July 2025:

£0800.00 P1-P7 + Nursery. (Eight or Nine classes) From Aug 2024.

£1000.00 Float (recommended).

£400'ish P7 Hoodies.

£0793.57 With no further fundraising.

TREASURER UPDATE - 01/10/2024

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No new update on Gift Aid.

Kerry and Vanessa to be added to the bank account.

£034.00 Monthly regular giving.

Record keeping:

Please complete a separate receipt duplicate book page for each event where money is collected.

Add event date.

Record total takings.

Record any receipts submitted which can be paid out if there are sufficient takings available.

Deduct receipts paid out.

Then record the amount remaining to be paid in.

Please have two volunteers sign the duplicate book page.

All Trustee names on the bank account who no longer have children attending LBPS have been removed.

The following documents are always available on request:

The Annual Accounts.

The LBPS Parent Council Constitution.

The LBPS Parent Council Treasurer Golden Rules - Rev5.

OSCR v10_guidance-and-good-practice-for-charity-trustees.

£50 emergency fund in school office has now been transferred to petty cash

Can't have a credit card as 2 people need to sign. Looking at advancing people money if they sign for it so people aren't out of pocket.

- Fundraising update – Kerry & Clare
 - Summer Fayre for next year instead of Christmas
 - Regular donations £34/month
 - Halloween disco- 72 tickets sold
 - Christmas show refreshments – 11th Dec 6-7.15 for alcohol license (Catriona). Community performance on Monday 9th. Tuesday lunchtime refreshments
 - Christmas hampers- message to go out on themes. Sale from 1st December
 - Bunny bingo- date to be confirmed
 - Sports Day- won't have refreshments this year
 - Summer show refreshments
 - Ice lolly day
 - Assemblies' teas and coffees
 - 2nd hand uniform -bring to school
 - 2nd hand Christmas jumpers -bring to school
 - Easy giving – money to be transferred to PC bank account
 - Tesco Grant- school grounds improvements/ painting school

- Primary School quiz night- Aimee

Meeting is this Thursday to discuss tickets and prizes. Aimee will update after meeting

- Drop Box- Aimee
 - Central repository for documents
 - Email addresses for reps and add to drop box

Add all documents

Parent council email address for sumup and invoices- need to add a few to the email and use as a standard for communication (Martin to advise)

Start drafting crib sheets for events

- Class Rep feedback
P2 - Rainy mornings (getting into school early) – happens now. If wet arrive closer to start or breakfast club is an option.
 - Photography contract review - controversy, flexibility in packages. PC to get prices and liaise with office.
 - Bike shelter- previous planning request blocked by building owner (not WLC). Can ask again.P7- breakfast club walk to door. P7 can sign themselves in and siblings
- Nursery Closure- Sadia/ Vanessa/ Vicki
LB & Linlithgow Primary PC responses very important.
Attendance at the consultation very important
Responses to objections.
- Recruit new Treasurer
- AOB
- Next meeting Tuesday 26th November 2024 via Teams.